

Sample Equal Employment Opportunity Policy

This sample equal employment opportunity policy is designed to assist you in developing workplace policies that comply with federal, state and municipal civil rights laws.

A workplace free of discrimination because of that person's race, national origin, sexual orientation or other protected class is the law and also good for business. Please feel free to duplicate these policies or use them as a guideline in drafting your own. This document is also available on the web at www.seattle.gov/civilrights/.

The Seattle Office for Civil Rights offers technical assistance, training and resources for employers. If you have questions regarding this document, other discrimination related issues or to request technical assistance please contact the Seattle Office for Civil Rights at (206) 684-4500, TTY: (206) 684-4503 or visit our website at www.seattle.gov/civilrights/.

SAMPLE POLICY

Equal Employment Opportunity

It is the policy of the INSERT NAME OF YOUR BUSINESS to comply with all applicable federal, state, and local laws prohibiting employment discrimination. INSERT NAME OF YOUR BUSINESS is committed to providing a work environment free from discrimination and harassment.

Policy

Seattle Municipal Code 14.04.040 prohibits employers from discriminating against applicants or employees on the basis of race, color, sex, marital status, sexual orientation, gender identity, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical handicap.

Consistent with existing City, state and federal laws, it is the policy of the INSERT NAME OF YOUR BUSINESS to provide a work environment for its employees, which is free from discrimination, and promotes equal employment opportunity and equitable treatment of all employees. INSERT NAME OF YOUR BUSINESS will not tolerate any form of harassment based on a person's race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, veteran status or political ideology, or that of his/her relatives, friends, or associates.

Authorization

INSERT NAME OF YOUR BUSINESS complies with all applicable federal, state and local laws prohibiting discrimination in employment, including:

- **Seattle Fair Employment Practices Ordinance**
The Seattle Fair Employment Practices Ordinance prohibits the harassment, intimidation of, or retaliation against an individual on the basis of a disability, request for reasonable accommodation, or filing of a charge of discrimination.
- **Americans with Disabilities Act (ADA)**
The federal ADA prohibits discrimination in employment on the basis of disability and requires employers to provide reasonable accommodations to employees and applicants for

employment. INSERT NAME OF YOUR BUSINESS is required to honor a reasonable accommodation request from an applicant or an employee who is a qualified individual with a disability, unless INSERT NAME OF YOUR BUSINESS can demonstrate that the accommodation would impose an undue hardship.

- **WA State Law Against Discrimination (WSLAD)**
Known as the "Law Against Discrimination," the WSLAD, provides for the elimination and prevention of discrimination in employment because of race, creed, color, national origin, families with children, sex, marital status, age, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service dog by a disabled person.
- **Civil Rights Act of 1964 (Title VII)**
Title VII of the Civil Rights Act of 1964 prohibits employers from discriminating against applicants or employees on the basis of race, color, religion, sex or national origin. Retaliation, sexual harassment and harassment because of national origin are also prohibited. Title VII protects individuals from discrimination in compensation, terms, conditions, and privileges of employment. It was amended in 1978 to prohibit discrimination based on pregnancy.
- **Age Discrimination in Employment Act (ADEA)**
The ADEA prohibits employers from discriminating against applicants or employees over the age of 40. The act also bans any involuntary retirement with the exception of a very limited number of pensions.
- **Equal Pay Act of 1963**
The Equal Pay Act prohibits employers from paying employees differently on the basis of gender.

Source: City of Seattle EEO Policy <http://inweb.ci.seattle.wa.us/personnel/programs/eeo.asp>